



Records Management Briefing for the POH Staff – May 2003

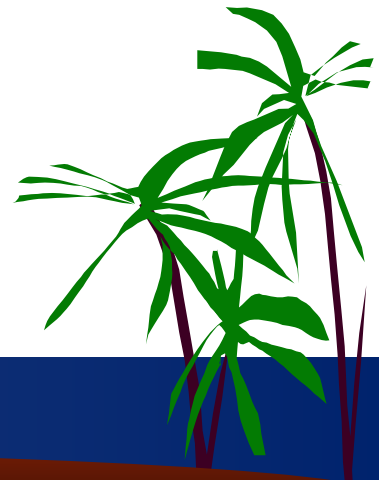
Sponsored by: POH, Information Mgmt Ofc





Agenda

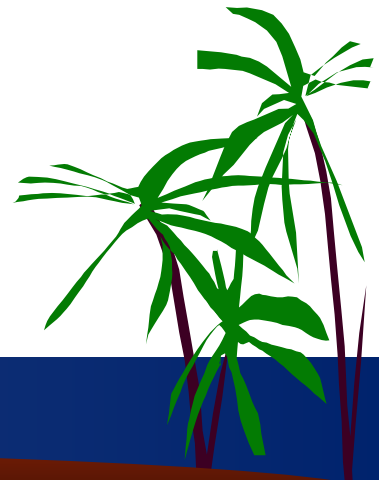
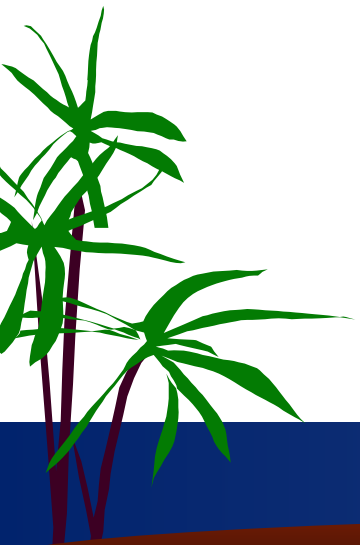
- Records Mgmt – FAQ / MARKS #'s
- Elec. Document Mgmt System/EDMS
- Preparing for Courtesy Surveys
- Transferring Records to the RHA
- Seattle Federal Records Center
- Administrative Reminders
- Update from HQ USACE





FAQ's (1 to 8)

- Frequently Asked Questions
from Honolulu District personnel.





Rec Mgt – FAQ #1

- What is MARKS?
 - Modern Army Recordkeeping System, AR 25-400-2. Copy w/ Admin Staff or view at: <http://www.rmda.belvoir.army.mil>
 - The Army regulation by which the Corps uses to file, retain, destroy their records to the prescribed records schedule.
 - Purpose- track, file, access & timely destroy.

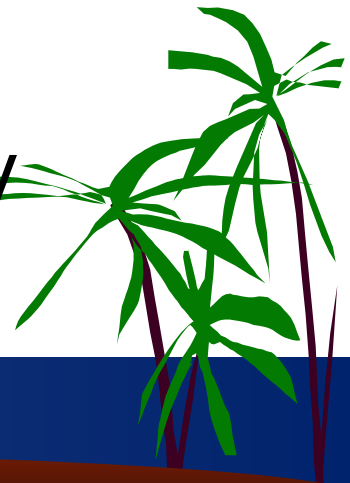
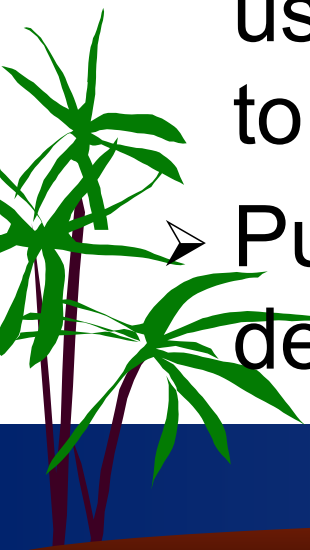


Table B-47
File category 210: Installations—Con

Description: Information relating to the review, approval, and revision of master installations. Included is the master plan information maps, analysis of existing and existing and required facilities, preliminary future development (which include the report, background material, and related

Disposition:

a. Installation to which the plan pertains

(1) If listed in the National Register of Historical Places and information on the planning, design, and construction of specific projects or properties (AR 200-1 and TM 5-801-1). Included are authorizations, justifications, tests, investigations, geological data, cement and concrete reports, foundation reports, logbooks, construction field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" drawings, shop drawings, progress photographs, and inspection reports.

(2) If not listed in the National Register of Historical Places and information on the planning, design, and construction of specific projects or properties. Included are authorizations, justifications, tests, investigations, geological data, cement and concrete reports, foundation reports, logbooks, construction field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" drawings, shop drawings, progress photographs, and inspection reports.

b. OCE: Destroy on supersession or withdrawal from Army control, whichever is first.

c. Other offices: Destroy after 6 years, destroyed upon supersession or discontinuance of facility.

FN: 210-20b

Title: Military construction projects

Authority: NC1-AU-85-68

Privacy Act: Not applicable.

Description:

a. Information pertaining to sites or properties listed in the National Register of Historical Places and information on the planning, design, and construction of specific projects or properties (AR 200-1 and TM 5-801-1). Included are authorizations, justifications, tests, investigations, geological data, cement and concrete reports, foundation reports, logbooks, construction field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" drawings, shop drawings, progress photographs, and inspection reports.

b. Information pertaining to sites or properties not listed in the National Register of Historical Places and information on the planning, design, and construction of specific projects or properties. Included are authorizations, justifications, tests, investigations, geological data, cement and concrete reports, foundation reports, logbooks, construction field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" drawings, shop drawings, progress photographs, and inspection reports.

Disposition:

a. For a above—

(1) OCE: Destroy when no longer needed for current operations.

(2) Other offices of the Army Staff and major and intermediate command headquarters: Destroy 2 years after completion of project.

(3) Field offices: Permanent.

b. For b above—

(1) OCE and OTSG: Destroy when no longer needed for current operations. Transfer "as-built" plans, including original tracings; site plans; reservation maps; reproducible copies of standard drawings indicating the "as-built" changes; final approved shop drawings; copies of construction contracts; specifications; and copies of final design analyses to the using service after acceptance of the facility.

(2) Other offices of the Army Staff and major and intermediate command headquarters: Destroy 2 years after completion of project.

(3) Field offices: Destroy 10 years after completion of project, except that analyses of design will be retained until project is abandoned or passes from DOD control.

FN: 210-20c

Title: Site selection report information

Authority: NC-AU-75-3

Privacy Act: Not applicable.

Description: Information gathered by receive and pass along site selection review and approval of the reports. The forwarding the reports and copies of them

Disposition: Destroy after 5 years.

FN: 210-20d

Title: Master planning reviews

Authority: NC-AU-75-19

FN: 210-20b

Title: Military construction projects

Authority: NC1-AU-85-68

Privacy Act: Not applicable.

Description:

a. Information pertaining to sites or properties listed in the National Register of Historical Places and information on the planning, design, and construction of specific projects or properties (AR 200-1 and TM 5-801-1). Included are authorizations, justifications, tests, investigations, geological data, cement and concrete reports, foundation reports, logbooks, construction field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" drawings, shop drawings, progress photographs, and inspection reports.

b. Information pertaining to sites or properties not listed in the National Register of Historical Places and information on the planning, design, and construction of specific projects or properties. Included are authorizations, justifications, tests, investigations, geological data, cement and concrete reports, foundation reports, logbooks, construction field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" drawings, shop drawings, progress photographs, and inspection reports.

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FN: 210-20c



FAQ #2

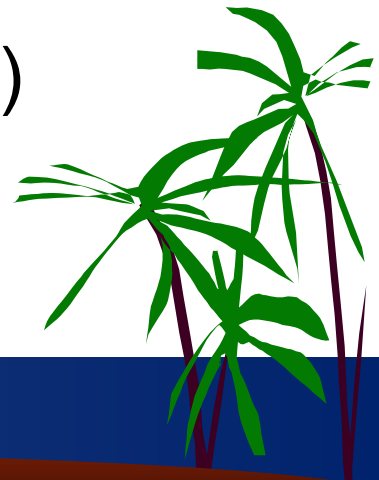
- How long do I need to keep my records?
 - Each record series has it's own retention schedule dictating how long the record shall be kept.
 - Based on administrative, fiscal, legal, environmental, civil works, historical value, real property, etc.





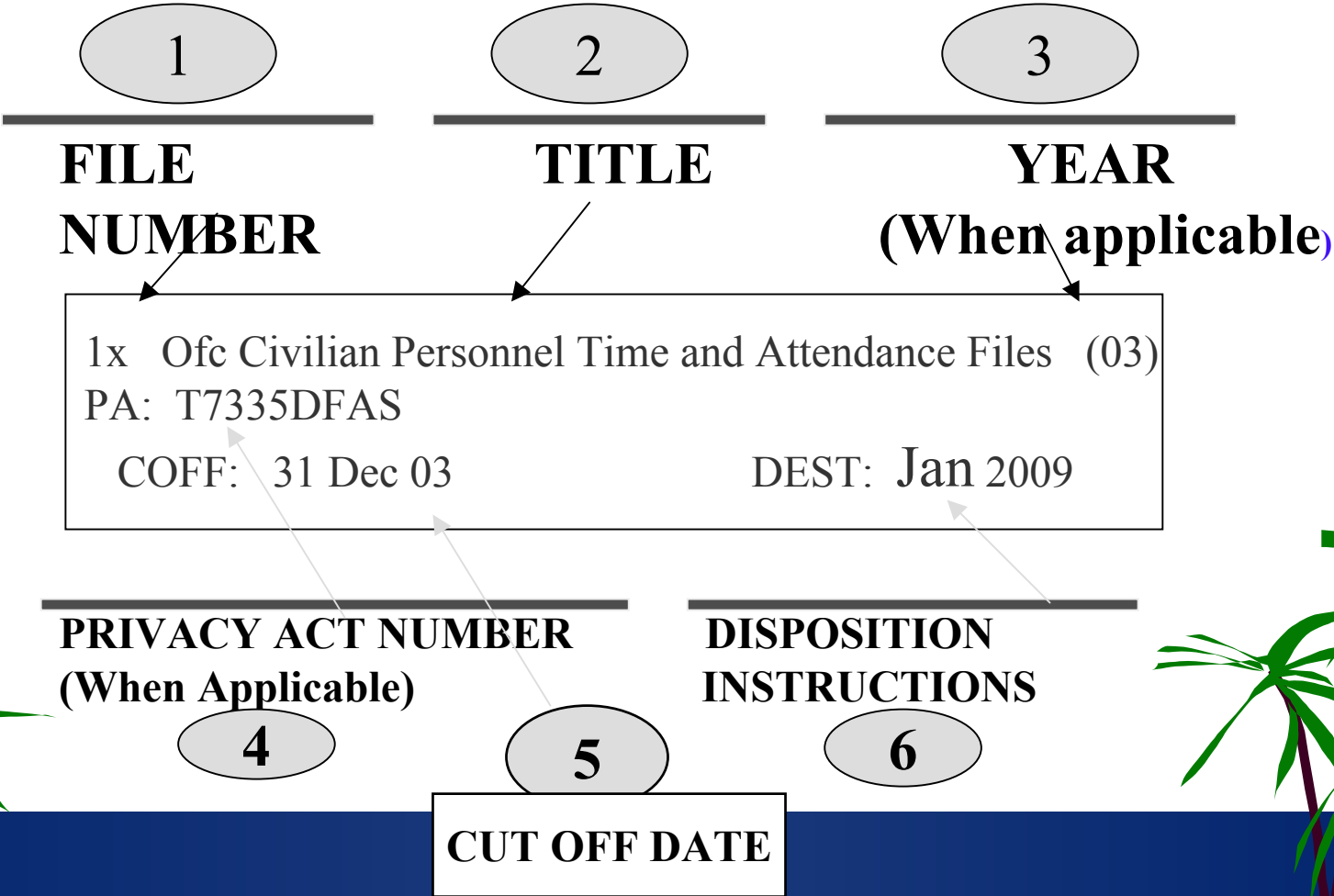
Examples of MARKS File Categories & Retention's

- File # 37 – Financial Administration (2-6 yrs)
- File # 200 - Environmental (2 - Perm)
- File # 210 - MILCON (6-10 yrs or TBD)
- File #405 - Real Estate (1-10 yrs & Perm)
- File # 415 - Construction (6 - 10 yrs or TBD)
- File # 715 - Procurement (1-6 yrs)
- File # 1105 - CE Planning (5 to Perm)
- File # 1145 - CE Reg. (2 to Perm)





ELEMENTS OF A FILE LABEL

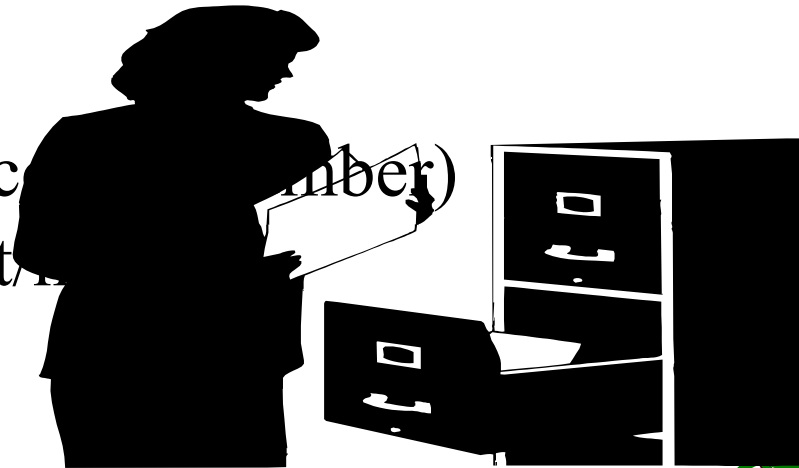




FILING

An accumulation of records maintained in a predetermined physical arrangement, using the MARKS numbering system. Arrangement can be either:

- Chronological (Date)
- Numerical (Project/account number)
- Alphabetical (Subject)





LABELING

Proper labeling is essential for accurate filing, retrieving, and disposing of records.

1a Office File Numbers
DEST when superseded





DUMMY FOLDER

1 b Blood Donations (03)

1 b Individual Duties (03)

1 b Office General Management (03)
COFF 31 Dec 03, DEST Jan 2004

TAPE OR STAPLE

Use “dummy folder” when there are several folders under one number. First folder label must contain the full label entries. Secure it shut so that no documents can be filed in it. Subsequent folder labels need only show the file number, title of the folder contents, and Privacy Act Number and year of accumulation, when applicable. Guide card can be used as a “dummy folder”.



LABELS ON FILE DRAWERS

**CONTAINS TWO OR
MORE RECORD
SERIES**

10 thru 58-1b (03)

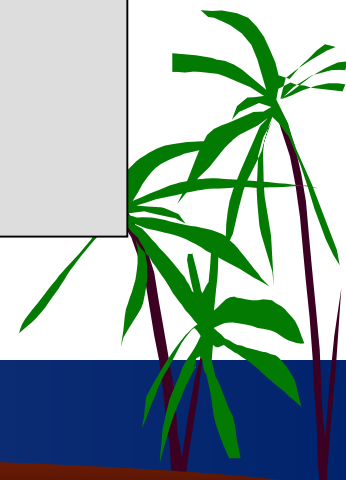
**CONTAINS ONE
RECORD SERIES**

**690-200e Locator Files
PA: OPM/GOVT-1
DEST on transfer or
separation of the employee**

RECORDS DIVIDED INTO TWO DRAWERS

**690-200e Locator Files
(A thru L)
PA: OPM/GOVT-1
DEST on transfer or
separation of the employee**

**690-200e Locator Files
(M thru Z)
PA: OPM/GOVT-1
DEST on transfer or
separation of the employee**





LABELING BOOKCASES/OVERHEADS

1jj Reference Publications

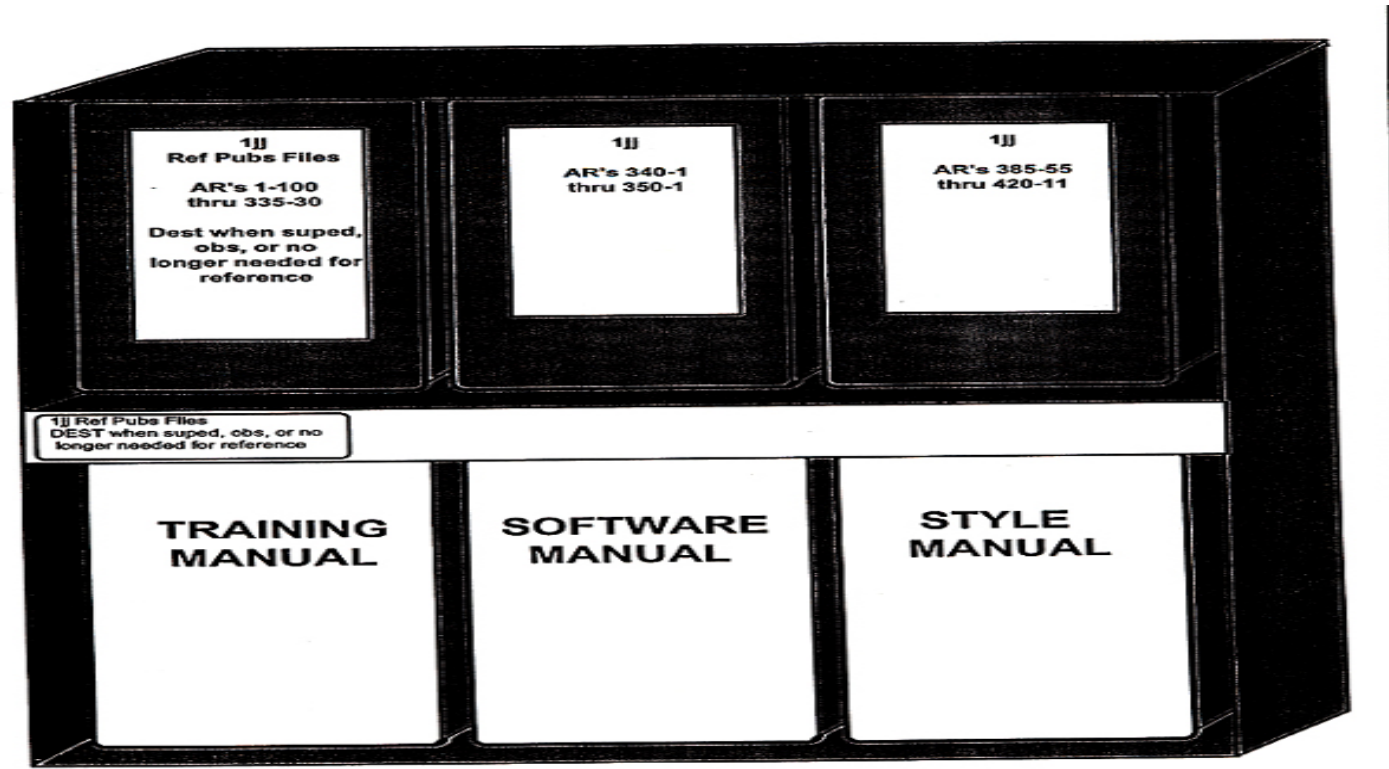


Figure 6-4



FAQ #3

● How many MARKS numbers apply to me?

Two main categories:

- Admin Files or sometimes referred to as Housekeeping Files (Travel, T&A, Training, Personnel, CEFMS, etc.) maintained by the office administrator/ supervisor.
- Mission Files (For instance, Environmental, uses the 200 series. Counsel, uses 27 & other series depending on the work that you provide.



FAQ #4

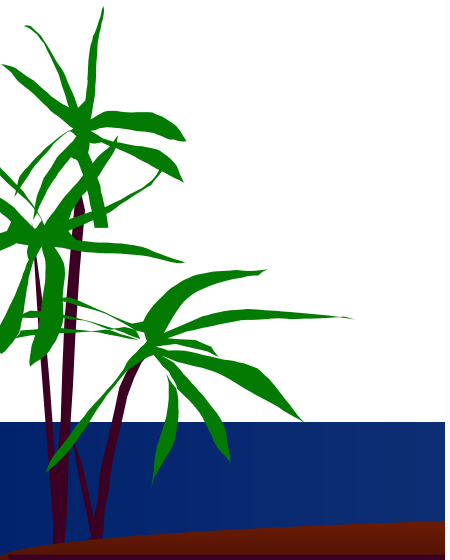
- Is there an index I can refer to help me better understand these MARKS numbers generated in my office?
- Yes, the admin staff annually updates (as req'd) the Selected File Numbers, Engrg 4346. Consult your Ofc Admin for the list to develop your own files.





Engrg 4346/1
On the P:drive
/forms/Files.frp

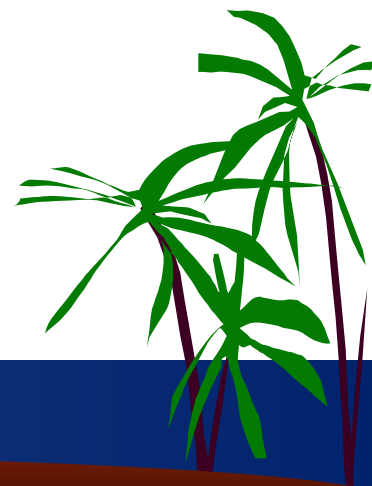
SELECTED FILE NUMBERS (USACE Suppl 1 to AR 25-400-2)		LOCATION D: Drawer C: Cabinet	PAGE 1 of 3 PAGES			
		DATE APPROVED BY RMO <i>John Tarrant, 19 Jan 01</i>				
THRU: (Records Coordinator)	TO: (Records Adm/Mgr.) Records Administrator		FROM: (Office Title/Symbol) Design Branch (CEPOH-EC-D)			
INSTRUCTIONS Submit to Records Management Officer two separate lists, in duplicate of selected file numbers, one for housekeeping files and one for mission files. When change in mission occur, either adding or deleting specific records series, submit revised list of selected file numbers.						
SECTION I (Preparing Office) From (Office Title/Symbol) - enter office title and symbol of preparing office. Prepared by - signature of individual preparing list. Room number - location of files. Extension - extension of individual preparing list. Records Coordinator - signature of designated records coordinator. Approving Supervisor (Type Name) - type name of supervisor. Signature - signature of supervisor. Date - date list is prepared.						
SECTION II (Files listing) Number (File) - enter current file numbers (Appendix B, AR 25-400-2) used - list selected file number only - do not list all file folders. Title & Description - List the file title and a brief description. Privacy Act - List the system notice number from AR 340-21 series for those records subject to the Privacy Action. Magnetic Media - If the information is in magnetic form enter "X". Microforms - If in microform and serves as the record copy in place of other media, enter the Microform Document or Information System (MICRODIS) number assigned. If non-record (reference copies) enter "X". For paper copies leave blank. COFF - enter time or event on which file is cut off, such as: annually - CY; annually - FY; supsd or ob; event; discontinuance. Retention - enter how long file is held, such as: 1 yr, 2 yrs; 5 yrs; Perm.						
SECTION I (Preparing Office) PREPARED BY: AMY TASHIRO		ROOM NUMBER Bldg 230 Rm 223	EXTENSION 438-2306	RECORDS COORDINATOR (Signature)		
APPROVING SUPERVISOR (Type Name) GARY Y. G. NIP, Ch, Design Br.		SIGNATURE <i>Gary Y. G. NIP</i>		DATE 18 Jan 2001		
SECTION II (Preparing Office)						
NUMBER	TITLE AND DESCRIPTION	PRIVACY ACT SYSTEM NOTICE NO	MAG- NETIC	MICRO- FORMS	COFF	RETEN- TION
1a	OFFICE FILE NUMBERS Approved list of file numbers.				Destroy when superceded	
1b	OFFICE GENERAL MANAGEMENT Office safety inspection, bulletin boards, EEO, FPI, and IG issues, mgmt control plan.				Destroy when superceded	
1f	OFFICE ORGANIZATION FILES Organization charts, reorganization issues, office symbols, distribution list.				Destroy when no longer needed	
1n	OFFICE MAIL CONTROLS Express mail procedures, distribution list, stop numbers.				Destroy after 2 years	





Components of the Selected File Numbers List

- MARKS file number
- Description of file
- Privacy Act or not applicable
- Magnetic Form?
- Microform?
- Cut off of file (COFF)
- Disposition (Retention Period)





FAQ #5

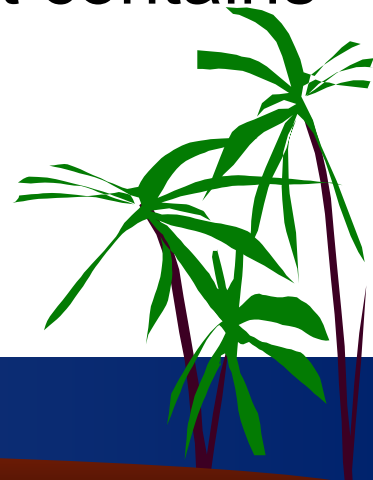
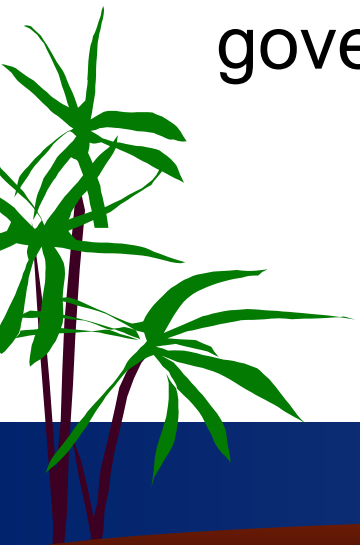
- Does records mgmt only apply to paper?
 - No. Records can be in any medium or format: microfilm, videotape, maps, blueprints, CADD, photographs, spreadsheets, email, etc.
 - MARKS provides instruction for retention handling of other than paper records.

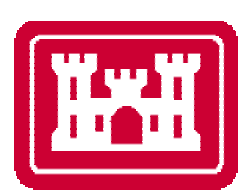




What is a Federal Record?

- ✓ Recorded information, regardless of media
- ✓ Made or received by a Federal agency in accordance with *law* or in the *conduct of business*
- ✓ Preserved or appropriate for preservation as . . .
- ✓ Evidence of the organization, functions, policies, decisions or other activities of the Federal government or value . . . of *information* it contains





Federal Records Include:

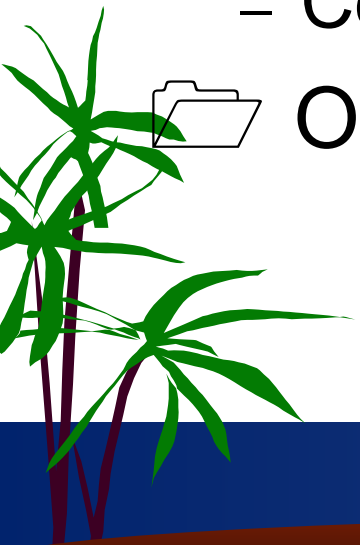


Traditional Documentation

- Reports / Memorandums
- Directives
- Forms
- Email - Print and File Copy, AR 25-30
- Correspondence . . .



Organized into Admin and Mission Files





Items That Are Not Federal Records (Non-record)

Extra copies of documentary materials maintained **solely** for **convenience** or **reference**

- ✘ **Library or museum materials** preserved **solely** for reference or exhibition purposes
- ✘ **Stocks** of agency publications and blank forms, *but excluding the record set of publications*





Items That Are Not Federal Records: Other Examples

- ✗ Vendor catalogs and trade journals
- ✗ Copies of agency directives maintained by other than the issuing components of the agency
- ✗ A letter received by an employee concerning his/her personal business (do not maintain personal papers here, take it home)!





FAQ #6

- I have a lot of records around that I do not need anymore and they are taking up space. Am I free to recycle or destroy them?
 - No! All records are government property. They cannot be loaned, recycled or destroyed without proper disposition authority IAW MARKS. Unless they are duplicates, copies, vendor catalogs, journals, blank forms are available electronically or solely for convenience, not considered official, can be destroyed.
 - Consult your Ofc Admin or Anna, POH, Records Manager for guidance on “how to” accomplish this. Takes only minutes to do.



FAQ #7

- How can I reduce the volume of records in my office?
 - Use the MARKS system and it's proper retention schedules, remove/destroy per MARKS instructions.
 - Purge - Annually
 - Transfer temporary files to the RHA - Quarterly
 - Transfer permanent-type to the Seattle FRC or Washington DC Rec Ctr, Semi-annually
 - You need to pitch in, the office administrator cannot do the job alone, you need to advise/help.



FAQ #8

- Why do we have to do records mgmt and how do I benefit?
 - ✓ Stay in compliance with Federal Law
 - ✓ Efficiency to do your job / actions and decisions
 - ✓ Need to know for use in Elec. Doc Mgmt Sys.
 - ✓ Free up valuable office space
 - ✓ Allow quicker retrieval of documents
 - ✓ Save money on space, equipment and staff time
 - ✓ Maintain economy
 - ✓ It's your job!





Electronic Document Mgmt System (EDMS)

- Educate Staff in the MARKS/Filing
- Organize paper (medium) prior to electronic transport or will be lost forever.
- MARKS and keywords will be the driving tool in the success of any EDM system.





Preparing for Courtesy Records Mgmt Survey

- Anna will visit each office and look through filing /shelving cabinets to assist and provide guidance.
- An advance checklist was distributed 2-months prior, by Anna to the Admin Team.
- Each individual's cubicle will also be surveyed for (unnecessary clutter, duplicate copies, boxes, binders, drawings, etc)...take it home.



Courtesy Survey Con't.

- Are file folders kept in work area/cabinets properly typed and labeled by FY/CY and disposition?

Example:

- 200 Gen Env Quality Corres Files (03)

Title:

Disposition: Destroy after 2 yrs.

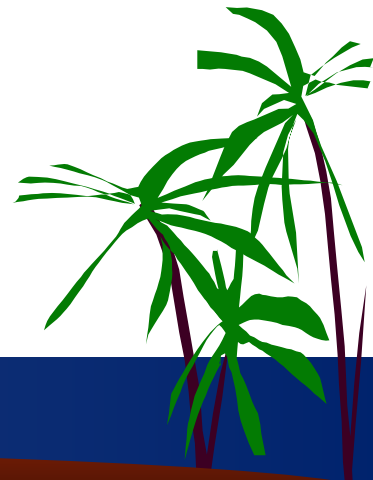
- Do all out-going correspondence include a MARKS number?





Survey - Continued

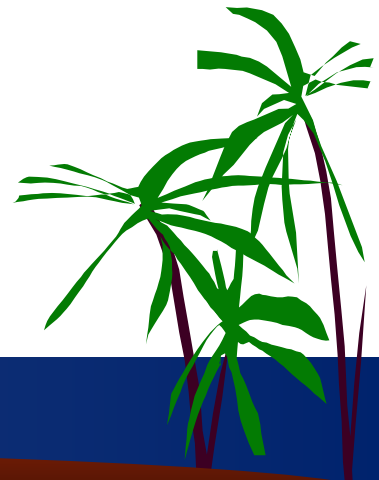
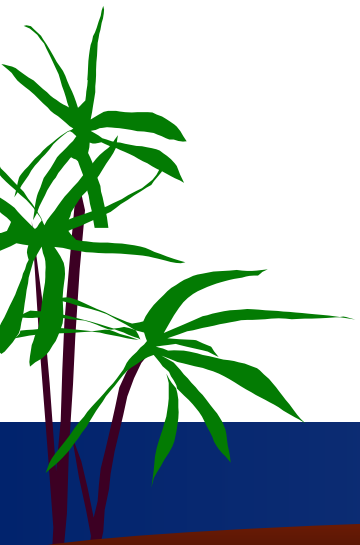
- Are admin/ project files being timely transferred to RHA, NARA or properly purged in-house IAW MARKS?
- Are materials (envelopes, paper clips being removed prior to filing?
- Survey of unnecessary clutter (boxes, files, drawings, papers, etc.) What's the purpose and why is it here?





Survey - Continued

- Are original receipts of travel order & vouchers being filed with the Admin or Secty in one centralized cabinet for each traveler in case of an audit?
Traveler should always keep a copy.





Survey – Continued

- Are small purchases from IMPAC Credit card holders being filed under:

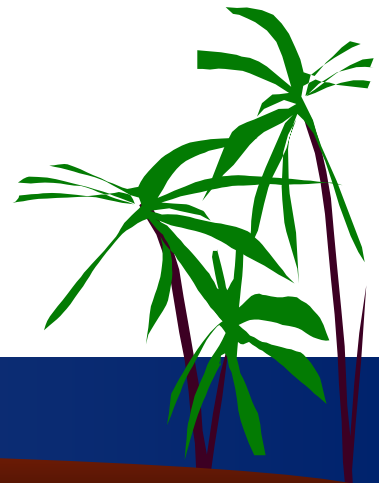
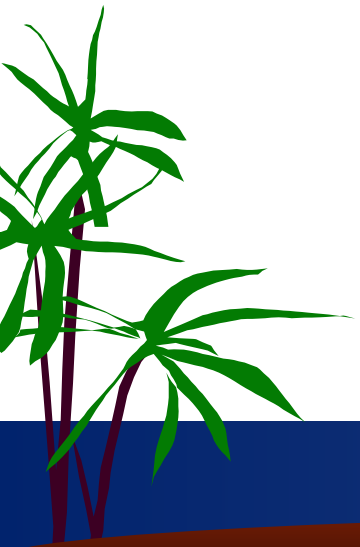
“37z Government Credit Card
Certifying/Billing Officer's Accounts
Files” in one centralized cabinet?

Disposition: 6 yrs 3mo per MARKS

Note: Consult POH-CT, re: IMPAC Cards



Transferring Records to the RHA

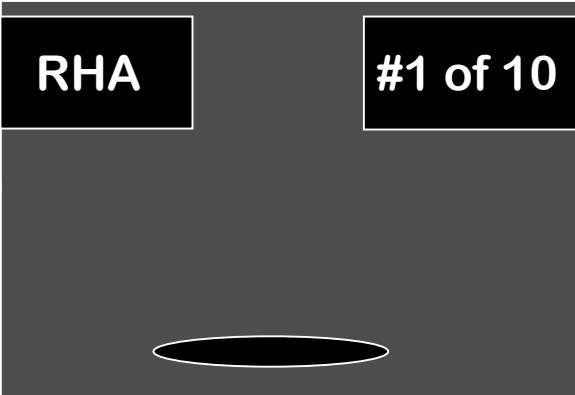




Boxing Records

- When all boxes are ready, mark the boxes in the right top corner block "box __ of ____" Ex. 1 of 10, etc (write neat, legible and at least 2" in height)
- You may use a pencil to mark your boxes (to keep track), then later for the final marking, use a black marker pen.

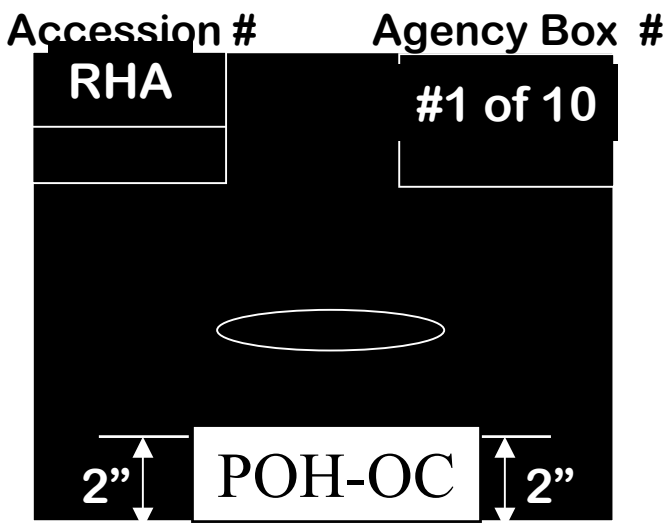
Accession #	Agency Box #
RHA	#1 of 10





Boxing Records

- Use a black marker pen and print your office symbol on the front of the box below the side flap. Mark it two inches in height and legible.



- Criss-cross fold EACH box CLOSED to secure



RHA/NARA Reminders

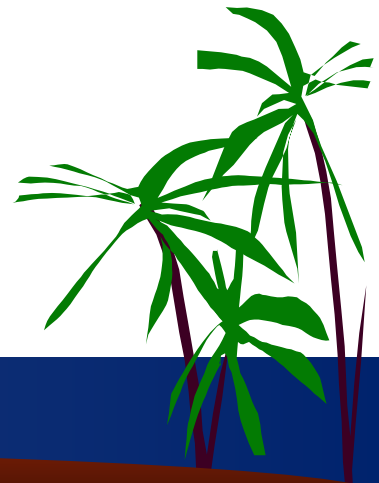
- Records that has already passed or within one year of retention remaining will NOT be accepted by the RHA. Records shall be retained in-house and disposed of in their respective office.
- Tuck in or cut off side flaps BEFORE inserting file folders to assure side flap holes are accessible to carry boxes at least 3" of space at opening flaps.
- The RHA/NARA will NOT accept over-stuffed boxes, they will return boxes at the cost of the Corps.





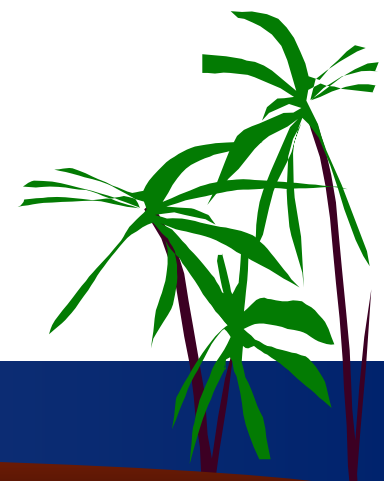
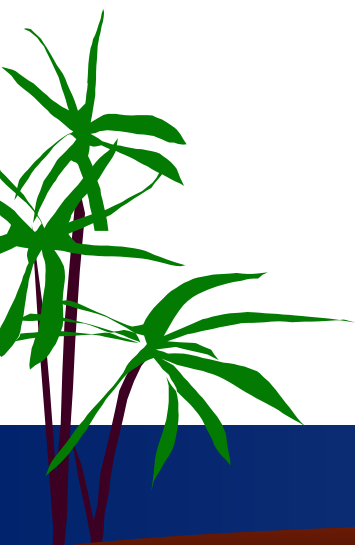
Records Holding Area (RHA)

- Only temporary records such as financial (3-6 yrs), MILCON, Installation records (4-6 yrs) are stored at the RHA.
- Note: The RHA is full to capacity, pls. make alternate arrangements with Anna, CEPOH-IM, 438-8349.





Inside the RHA

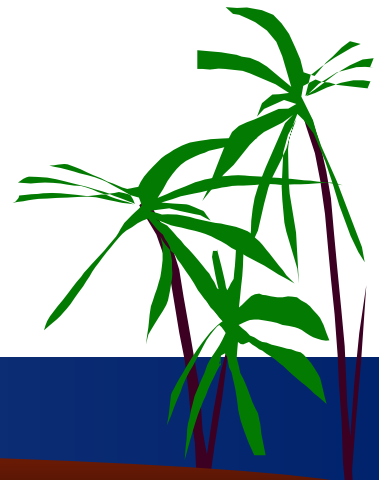
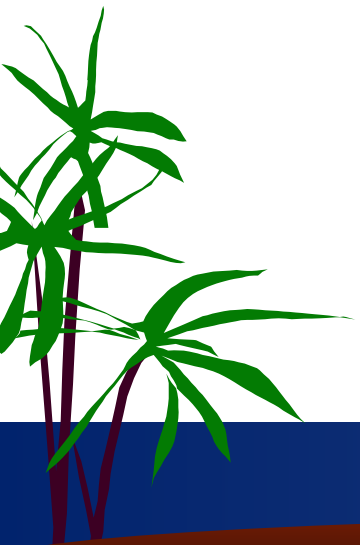






Record Boxes....

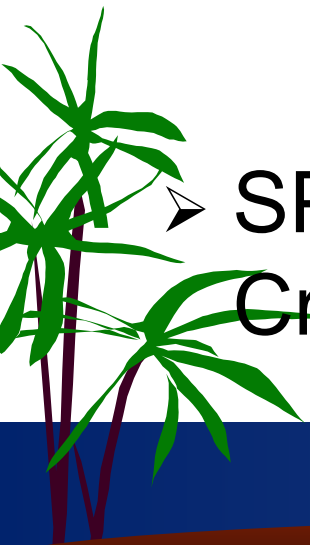
What happens at the RHA?





POH's RHA Stats

- RHA maintains 3,453 record boxes from RM, CT, OC, PP, EC, awaiting their 3-6 years disposition.
- IM/LM destroys ~ 250 boxes (semi-annually) to free up space for new district boxes.
- SPECIAL THANKS to the Logistics Crew for their support.





Transfer to the RHA

- SF-135 and SF135a
Records Transmittal & Receipt
- First time transferring records? Always consult Anna, x8349 prior to boxing, preparing SF-135 forms or destroying records.



ANNA TARRANT

RHA 113 - 115

CUSTOMER CY

RECORDS TRANSMITTAL AND RECEIPT

Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.

PAGE 1 OF 1 PAGES

1. TO (Complete the address for the records center serving your area as shown in 36 CFR 1228.150)

Federal Records Center

5. FROM (Enter the name and complete mailing address of the office retaining the records. The signed receipt of this form will be sent to this address)

RECORDS HOLDING AREA, BLDG 6042, SB, HI

U.S. Army Engineer District, Honolulu
ATTN: CBPOH-OC Stop #502
Pt. Shafter, HI 96858-5440
POC: A. Tarrant

2. AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL (Signature and title) <i>Anna Tarrant</i> Anna Tarrant, Records Manager	DATE 25 May 00
3. AGENCY CONTACT	TRANSFERRING AGENCY OFFICIAL (Name, office and telephone No.) <i>Dawn A. Awaya</i> 28 Sep 00 Dawn A. Awaya, CBPOH-OC 438-1104	
4. RECORDS CENTER RECEIPT	RECORDS RECEIVED BY (Signature and title) <i>Tony Caldbra</i> TONY CALDBRA, RHA CUSTODIAN	DATE 5 Jun 00

RECORDS DATA

ACCESSION NUMBER			VOLUME (ex. #)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusion dates of records)	RESTRICTED	DISPOSAL AUTHORITY (54 USC and Item Number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBER							LOCATION	SERIAL PLAN	COUNT TYPE	AUTO. DISP.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
					UIC W2SNAA U.S. Army Engineer District, Honolulu Files not subject to the provisions of the Privacy Act These files do not contain, as prescribed by AR 380-13, information on persons or organizations not affiliated with the Department of Defense OFFICE OF COUNSEL, POH-OC 1/3	N	AR 25-400-2		RHA			
				2&3/3	Brown & Root USA, POH 94-05, CMIS 940300 DACA83-90-C-0009 CC Engineering & Construction, Inc, POH 94-10 CMIS 940532, DACA83-93-C-0061 Clement Brothers Co., POH 92-14, CMIS 922486 DACA83-86-C-0124 R.G. Wood & Assoc. Ltd., POH 95-08, CMIS 950690 DACA83-93-C-0032 Walter Y. Arakaki, POH 94-07, CMIS 940430 POH 94-11, CMIS 940547, DACA83-94-C-0006 POH 93-14, CMIS 930679, DACA83-91-C-0094 SJI Construction Co., POH-84-01, DACA83-C-0103		27-40b	1/2006	RHA 113			
									Bx2 114 & Bx3 115			

Completed by the RHA Custodian
& mailed, 5 Jun 00

Standard Form 136 (Rev. 2-82)
Prescribed by GSA
5010-108-01-62
GSA FPMR (41 CFR) 101-11.6



DA 543

REQUEST FOR RECORDS		
For use of this form, see AR 25-400-2; the proponent agency is ODISC4		
PLEASE READ THE FOLLOWING BEFORE COMPLETING THIS FORM		
<ul style="list-style-type: none">These records will be used for official purposes only.Do not remove, permit to be removed, add to, or reveal the contents to unauthorized persons.The requester is responsible for return of these records intact to the office of record.		
SECTION I - TO BE COMPLETED BY THE REQUESTER		
1. RECORD(S) REQUESTED (Give file classification, subject, date, and other identifying information. If records of personnel are requested, give name (LAST NAME FIRST), grade, SSN, type of file requested, and purpose for which records are to be used.)		
① <u>Contract Number and/or Description of Box:</u>	② <u>BOX</u>	③ <u>RHA Location</u>
DACW-90-D-0025, dba Park Engineering	27 of 85	4627
DACW-90-D-0025, dba Park Engineering	16 of 66	4552
2. REQUESTER'S ADDRESS (④) USAED, POH OR POD Bldg. 230, CEPOH-CT-C, Jyun Yamamoto or requestor Fort Shafter, HI 96858-5440 Stop: 502		3. ESTIMATED NO. OF DAYS RECORDS ARE NEEDED N/A
		4. TELEPHONE NO. (⑤) 438-XXXX of requestor
		5. DATE (⑦) 10 Dec 00
		6. NAME AND SIGNATURE OF REQUESTER (⑥) <i>Anna Tarrant</i> Anna Tarrant, Rec Mgr, POD, 438-8349
SECTION II - TO BE COMPLETED BY THE RECORDS CUSTODIAN		
7. SEARCHER'S REPORT		
a. RECORDS ATTACHED FOR DELIVERY TO ADDRESS IN ITEM 2.		4. NAME, ADDRESS, TELEPHONE NO., AND DATE LOANED
b. RECORDS CURRENTLY ON LOAN (Complete block 7d.)		
c. UNABLE TO IDENTIFY RECORDS		
8. DATE RECORDS MUST RETURNED		
9. ADDRESS OF CUSTODIAN		10. TELEPHONE NO. (⑧) 656-0334
		11. DATE
		12. NAME AND SIGNATURE OF CUSTODIAN (⑨) TONY CALDERA, RHA CUSTODIAN
SECTION III - TO BE COMPLETED BY THE OFFICE OF RECORD		
13. DATE RETURNED	14. SIGNATURE OR INITIALS OF INDIVIDUAL TO WHOM RECORDS WERE RETURNED	



RECORDS RETIREMENT

- **WHY**
 - Space
 - Cost
 - Historical Value
- **WHAT**
 - Records with long-term disposition instructions
 - Records that are of permanent value
- **HOW**
 - SF 135, Records Transmittal and Receipt
 - Packing and shipping procedures
- **WHERE**

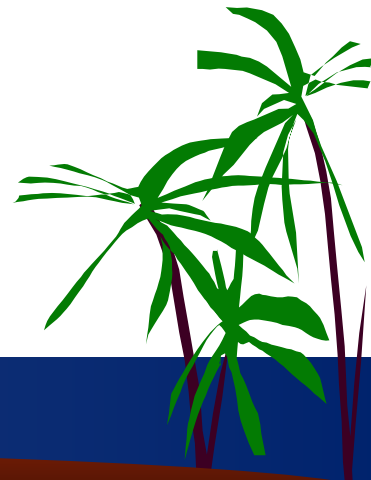
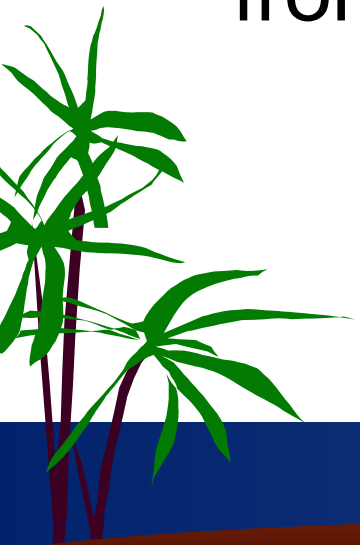
**NATIONAL ARCHIVES & RECORDS
ADMINISTRATION - PACIFIC ALASKA REGION
6125 SAND POINT WAY, NE
SEATTLE, WA 98115-7999**

Coordinate with Anna Tarrant, CEPOH-IM



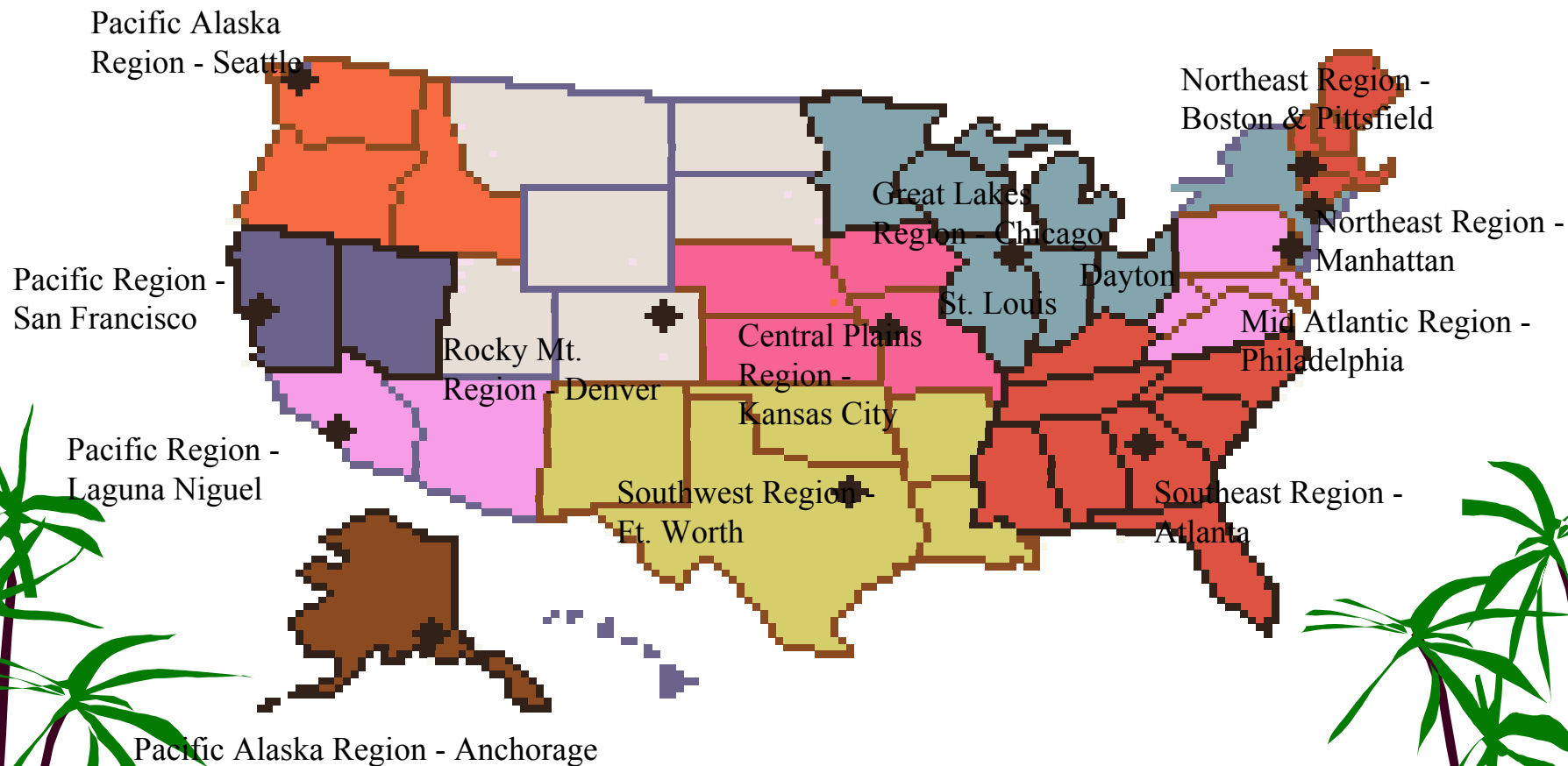
View of Seattle's Federal Records Center

- Only Permanent-type records are transferred to the Seattle FRC.
- For example: Environmental, Civil Works, Regulatory records, etc. usually from 20 to 50 yrs to permanent archival.





NARA Records Centers





Pacific Alaska Region





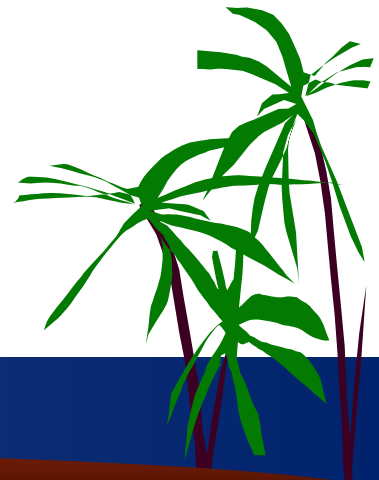
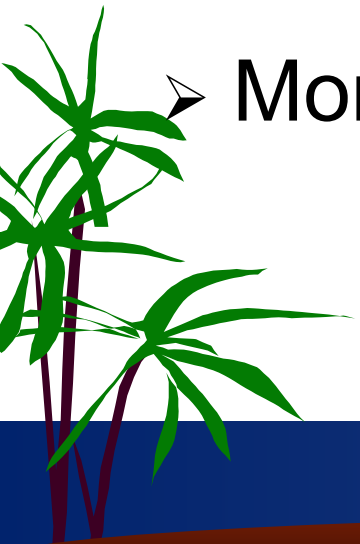
Records Center: Main Aisle





Seattle Records Center: Statistics

- Capacity: 840,000 boxes
- Monthly Accessions: 4,200 boxes
- Monthly Requests: 18,000



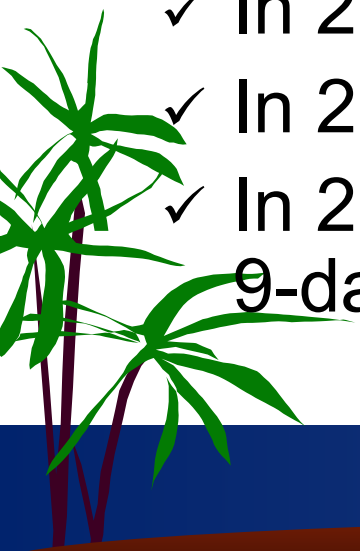


POH's Stats

- Over 317 of POH boxes are stored at the Seattle Federal Records Center.

Some boxes of which have been transferred to the National Archives in San Bruno, CA.

- ✓ In 2002, transferred 49 boxes.
- ✓ In 2003, transferred 7 boxes.
- ✓ In 2003 retrieved 3 record boxes within a 9-day turn around.





Staging Area: New Accessions





Shelving the Records





Completed & Rec'd by NARA - Seattle w/ Location #5
+ rec'd 13 Jun 00

MAY -1 2000

RECORDS TRANSMITTAL AND RECEIPT

Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.

PAGE 1 OF 2 PAGES

1. TO (Complete the address for the records center serving your area as shown in 36 CFR 1228.150)

Federal Records Center

FEDERAL RECORDS CENTER, SEATTLE
6125 SAND POINT WAY, N.W.
SEATTLE WA 98115

5. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address)

US ARMY CORPS OF ENGINEERS, HONOLULU DISTRICT
BLDG 230, CEPOH-RM-F, POC: ANNA TARRANT
FORT SHAFTER HI 96858-5440

2. AGENCY TRANSFER AUTHORIZATION

TRANSFERRING AGENCY OFFICIAL (Signature and title)

ANNA TARRANT, CEPOH-IM, (808)438-8349

DATE

1 May 00

3. AGENCY CONTACT

TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No.)

MISTY PAYNE, CEPOH-RM-F (808)438-3312

4. RECORDS CENTER RECEIPT

RECORDS RECEIVED BY (Signature and title)

Steven Ourada

DATE

June 13 2000

NRIS-Center Operations

6. RECORDS DATA

FSH

CEHA

ACCESSION NUMBER			VOLUME (cu. ft.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)	RESTRICT. TION	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBER							LOCATION	SPEL PLAN	CLINT TYPE	AUTL DISP.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
077	00	0019	16	1/16	US ARMY CORPS OF ENGINEERS HED/POD COEMIS ACCOUNTING RECORDS ON MICROFICHE			7/20/04 0/2027/04	66965 - 66972	S	A	N
				2/16	ACCOUNTING DATA JULY 1986 - FEBRUARY 1987	R	37-2-1d					
				3/16	ACCOUNTING DATA FEBRUARY 1987 - SEPTEMBER 1987	R	37-2-1d					
				4/16	ACCOUNTING DATA SEPTEMBER 1987 - APRIL 1988	R	37-2-1d					
				5/16	ACCOUNTING DATA MAY 1988 - DECEMBER 1988	R	37-2-1d					
				6/16	ACCOUNTING DATA DECEMBER 1988 - AUGUST 1989	R	37-2-1d					
				7/16	ACCOUNTING DATA SEPTEMBER 1989 - APRIL 1990	R	37-2-1d					
				8/16	ACCOUNTING DATA APRIL 1990 - JANUARY 1991	R	37-2-1d					
				9/16	ACCOUNTING DATA FEBRUARY 1991 - NOVEMBER 1991	R	37-2-1d					
				10/16	ACCOUNTING DATA NOVEMBER 1991 - SEPTEMBER 1992	R	37-2-1d					
					ACCOUNTING DATA SEPTEMBER 1992 - MAY 1993	R	37-2-1d					

Completed & Rec'd by NARA - Seattle ^{4/}Location #15 MAY -1 2000
 & rec'd 13 JUN 00

RECORDS TRANSMITTAL AND RECEIPT

Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.

PAGE 1 OF 2
 PAGES

1. TO (Complete the address for the records center serving your area as shown in 36 CFR 1228.150)

Federal Records Center

FEDERAL RECORDS CENTER, SEATTLE
 6125 SAND POINT WAY, N.W.
 SEATTLE WA 98115

5. FROM (Enter the name and complete mailing address of the office retaining the records. The signed receipt of this form will be sent to this address)

US ARMY CORPS OF ENGINEERS, HONOLULU DISTRICT
 BLDG 230, CEPOH-RM-F, POC: ANNA TARRANT
 FORT SHAFTER HI 96858-5440

ACCESSION

RG	FY	SCHEDULE	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
				LOCATION	SHELF PLAN	CONT. TYPE	AUTO. DISP.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
677	00		8/30/704 0/2027/04	66965 - 66972	S	A	N

5/16
 6/16
 7/16
 8/16
 9/16
 10/16

SEPTEMBER 1989 - APRIL 1990
 ACCOUNTING DATA
 APRIL 1990 - JANUARY 1991
 ACCOUNTING DATA
 FEBRUARY 1991 - NOVEMBER 1991
 ACCOUNTING DATA
 NOVEMBER 1991 - SEPTEMBER 1992
 ACCOUNTING DATA
 SEPTEMBER 1992 - MAY 1993

R 37-2-1d
 R 37-2-1d
 R 37-2-1d
 R 37-2-1d



REFERENCE REQUEST—FEDERAL RECORDS CENTERS		NOTE: Use a separate form for each request.	
SECTION I—TO BE COMPLETED BY REQUESTING AGENCY			
ACCESSION NO.	AGENCY BOX NUMBER	RECORDS CENTER LOCATION NUMBER	
		OF	
DESCRIPTION OF RECORD(S) OR INFORMATION REQUESTED			
<input type="checkbox"/> BOX			
<input type="checkbox"/> FOLDER (include file number and title)			
REMARKS			
NATURE OF SERVICE			
<input type="checkbox"/> FURNISH COPY OF RECORD(S) ONLY <input type="checkbox"/> PERMANENT WITHDRAWAL <input type="checkbox"/> TEMPORARY LOAN OF RECORD(S) <input type="checkbox"/> REVIEW <input type="checkbox"/> OTHER (Specify)			
SECTION II—FOR USE BY RECORDS CENTER			
<input type="checkbox"/> RECORDS NOT IN CENTER CUSTODY <input type="checkbox"/> RECORDS DESTROYED <input type="checkbox"/> WRONG ACCESSION NUMBER—PLEASE RECHECK <input type="checkbox"/> WRONG BOX NUMBER—PLEASE RECHECK <input type="checkbox"/> WRONG CENTER LOCATION—PLEASE RECHECK <input type="checkbox"/> ADDITIONAL INFORMATION REQUIRED TO IDENTIFY RECORDS REQUESTED <input type="checkbox"/> MISSING (Neither record(s), information nor charge card found in container(s) specified) <input type="checkbox"/> RECORDS PREVIOUSLY CHARGED OUT TO (Name, agency and date):		REMARKS	
		DATE	SERVICE
		TIME REQUIRED	SEARCHER'S INITIALS
SECTION III—TO BE COMPLETED BY REQUESTING AGENCY			
NAME OF REQUESTER	TELEPHONE NO. <input type="checkbox"/> FTS	DATE	
NAME AND ADDRESS OF AGENCY <small>(Include street address, building, room no., and ZIP Code)</small>		RECEIPT OF RECORDS	
		Requester please sign, date and return this form, for file item(s) listed above, <i>ONLY</i> if the block to right has been checked by the Records Center. <input type="checkbox"/>	
		SIGNATURE	DATE



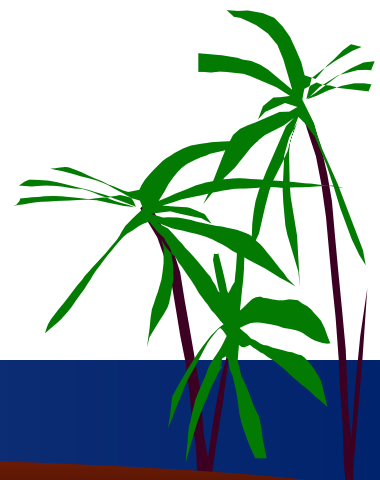
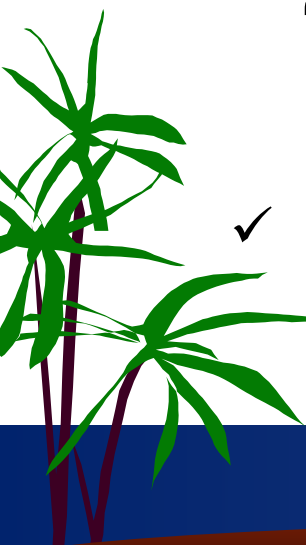
Records Disposal





PRACTICE RECORDS MANAGEMENT

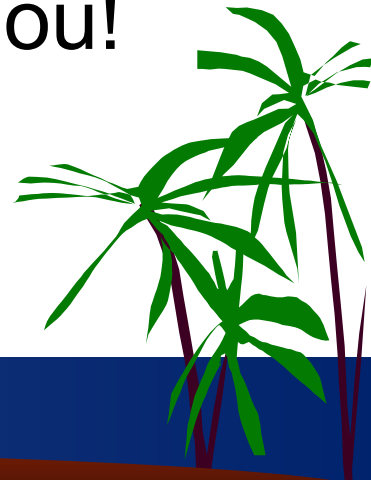
- ✓ File records properly so you and others can find and
- ✓ use them efficiently.
- ✓ Create, keep current, and use your “Selected List of File Numbers”.
- ✓ Retire to the RHA and permanent records to NARA – annually.





PRACTICE RECORDS MANAGEMENT

- ✓ Break the “extra copy” habit.
- ✓ Keep your personal papers separate from office records...take it home!
- ✓ When you change jobs, records belong to the Federal Government - Not You!



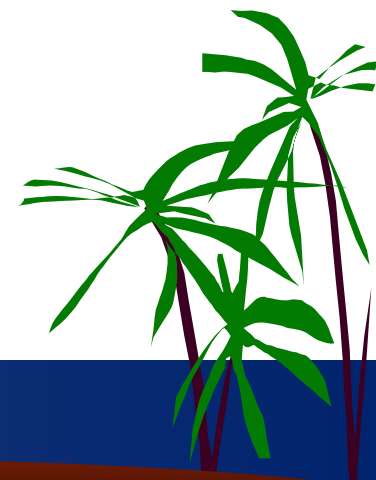
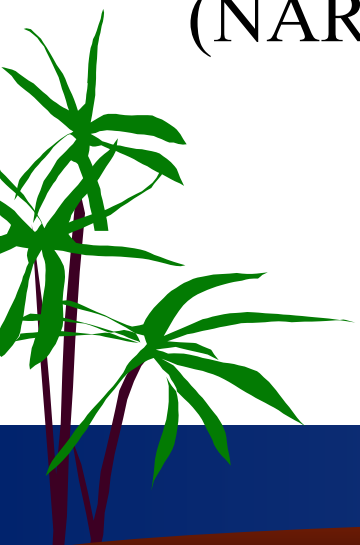


WEBSITE ADDRESS FOR MARKS / NARA:

➤ To access the MARKS filing system on the Internet use the following website address:

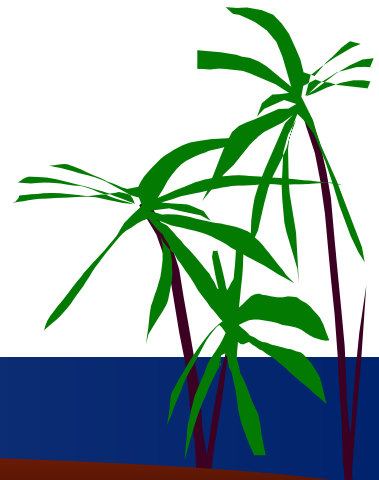
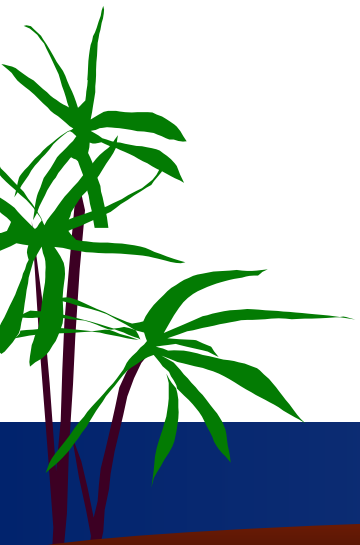
www.rmda.belvoir.army.mil

➤ National Archives & Records Administration (NARA): www.nara.gov





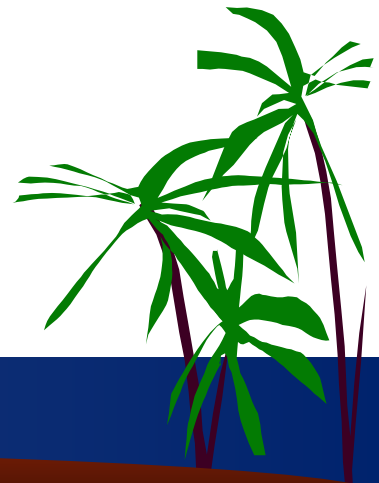
Administrative Reminders





ARIMS -Army Records Info Mgmt System

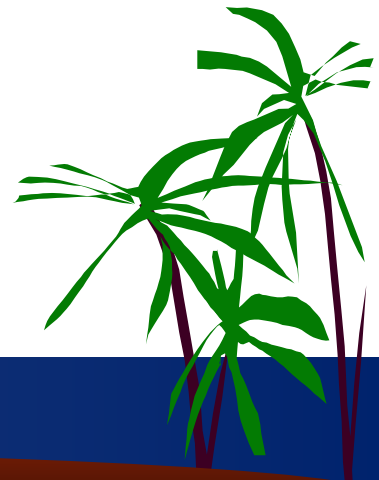
- Effective Apr 2003, ARIMS is the new recordkeeping system focusing on the resources preserving long-term and permanent records.
- Short-term records will be maintained locally, i.e. RM and CT records, but not limited to.
- Website: <http://www.arims.army.mil>
- More info to come.....





Copier Equipment

- Consult Anna prior to the lease/purchase of copier equipment.
- Written justification must be approved by IM prior to the lease or purchase.
- Without approval, IM will not tech approve copiers in CEFMS





POH Forms

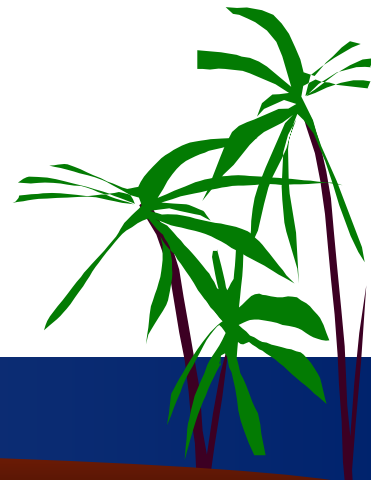
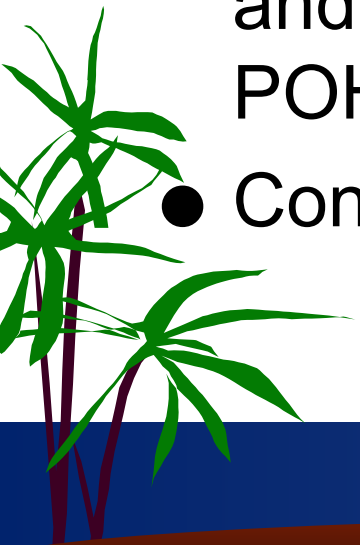
- All new forms must be submitted to IM for approval.
- Forms will be reviewed annually for use/accuracy by IM – via Forms Review Memo.
- After a Forms Review, unless informed in writing, IM has the authority to delete forms “not in use” on the S: or P: drives.





Regulations, Policies, SOP's:

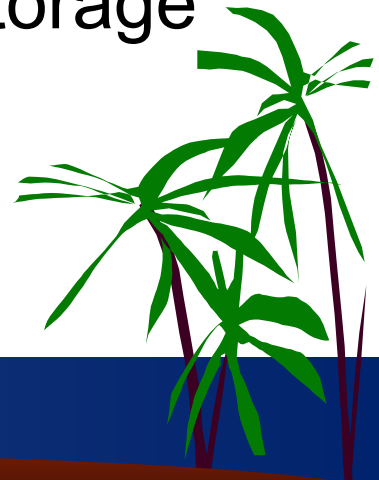
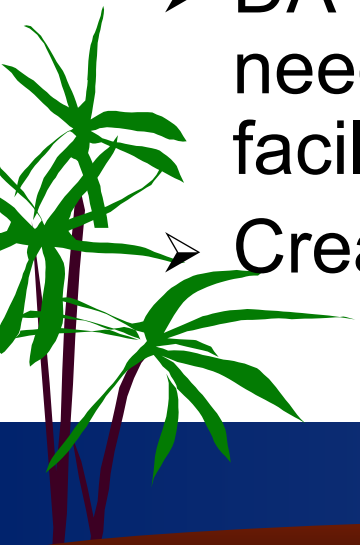
- Submit (in MS-Word format) Internal SOP's, POH Regs, & Commander Policy Memos to IM for authentication, formatting, proper coordination prior to final signature. Upon completion of the above, proper distribution and posting to the webpage will be made by POH-IM.
- Contact Anna, 438-8349 or email





HQ Conference Update

- Continue using MARKS numbers 37 series, Financial Admin....transferred to DFAS.
- Official Mail – report any suspicious mail to your supervisor and security manager immediately, retain for evidence.
- DA may regionalize RHA's, meaning we may need to seek alternate off-site private storage facility for temporary records.
- Create a Vital Records Program.

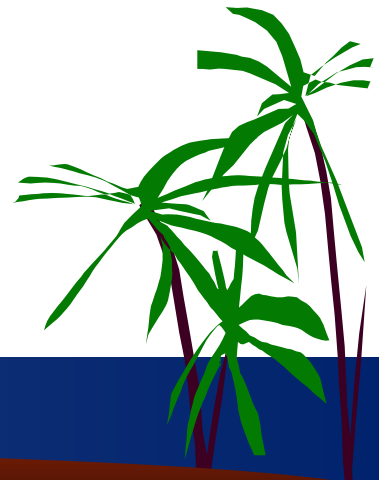
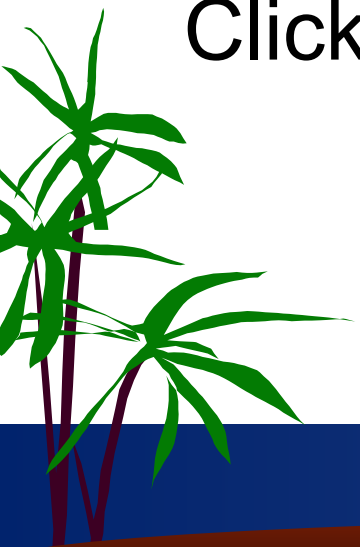




Rec Mgmt Trng Handouts

- Will be available after 30 May 03 at:
<http://www.pod.usace.army.mil/info/podrecs.html>

Click on: Rec Mgmt Briefing, May 2003





Records Enable You To . . .

A classical architectural frame consisting of two fluted columns supporting a horizontal pediment. The columns are positioned on the left and right sides of the text. At the base of each column, there are green plants with long, thin leaves. The entire structure is set against a dark blue background.

Properly Transact Government
Business

Make Timely and Informed
Decisions

Accomplish Your Mission



Thanks for attending!

**Contact Anna Tarrant,
POH-IM, 438-8349**

